

WisVote Election Checklist II: Post-Election Election Tasks

Spring Primary: February 19, 2019

****There is not a statewide Spring Primary this year.**

The steps in this checklist are only for those municipalities that have a Primary.**

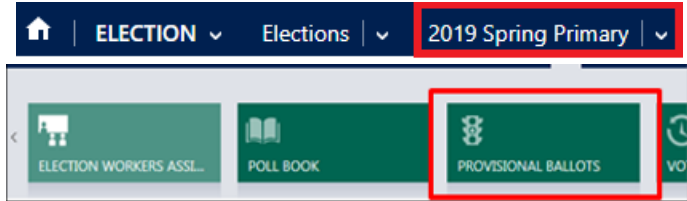
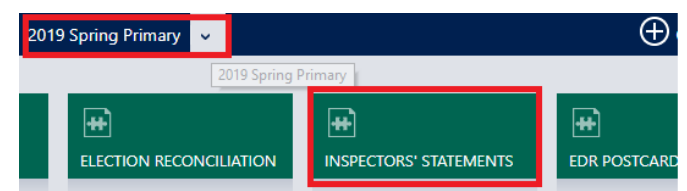
If you do not have a Primary: You will still need to close out your election

by checking the rest of your checkpoints after Election Day.

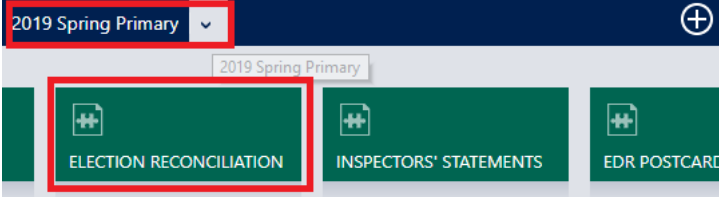
REMINDERS:

- **Absentee Ballots**
 - All ballots must be returned in time to be delivered to the polling place no later than 8:00 pm on Election Day in order to be counted.
 - To aid in your reconciliation process, please make sure all absentee ballots are appropriately tracked in WisVote with the correct **Ballot Status Reason** and correct sent/returned dates.
- **Provisional Ballots** - If no provisional ballots were issued in your municipality for the election, there are no required steps on Election night. Check the **Provisionals Complete** Checkpoint by Friday, February 22, 2019.
- **Update Candidates in Spring Election** - In the 2019 Spring Election, update the **Candidate Filing Status** for all candidate records. Leave the primary winner(s) status set as "Approved" and assign **Candidate Ballot Position**. Set losing candidates status to "Denied."
- **Election Day Registrations (EDRs) Entry** - Enter EDRs under the appropriate poll book **using the EDR button** at the top of the page. **EDRs should not be entered through the Voter Registration tile.**
- **Election Reconciliation & EDR Statistics** - **Only required for Ozaukee County municipalities this election**, as they are the only ones with a state level contest. **No other municipalities are required to do this for the 2019 Spring Primary.**
- **Election Night Reporting** - County clerks are **not** responsible for posting unofficial election night results for elections where the county does not conduct the official canvass. The county can, however, provide a link to a school district or municipal website where unofficial results will be posted on election night for those jurisdictions which will be conducting a Spring Primary. (See Wis. Stat. § 7.60)

Tasks to Complete	Details
<input type="checkbox"/> <u>Municipal Clerks:</u> Post Provisional Ballot Information; Transmit unofficial Election Night results to County	As soon as possible on Election Night, the municipal clerk must post the number of electors who have cast provisional ballots. This number must be posted at their office and on the internet. Within 2 hours of votes being tabulated, municipal clerks must transmit returns, by ward or reporting unit, to the county clerk.
<input type="checkbox"/> <u>County Clerks:</u> Post Unofficial Election Night Results on County Website - <u>Only required for Ozaukee County this election</u>	County clerks must post all returns on the county website no later than 2 hours after receiving the returns on Election Night. This includes returns for local contests.
Deadline: Election Night - February 19, 2019	Please verify WEC has the correct link for your results: http://www.elections.wi.gov/clerks/directory/county-websites

<p><input type="checkbox"/> If provisional ballots are issued, complete Provisional Step 1 on Election Night:</p> <p><u>Provisional Step 1:</u></p> <p><input type="checkbox"/> Record the information from the Provisional Ballot Reporting Form (EL-123r) into the WisVote Provisional Tile under the Election</p> <p><input type="checkbox"/> If a jurisdiction issues <u>zero</u> provisional ballots on Election Day, NO ACTION is needed on Election Night. Check the Provisionals Complete Checkpoint in WisVote no later than Friday, February 22, 2019.</p> <p>See WisVote training materials: Entering a Provisional Ballot Record, page 2</p>	<p>Enter any provisional ballots for the 2019 Spring Primary under the Provisional Ballots tile in the appropriate Reporting Unit.</p>  <p>NOTE: If a jurisdiction issues <u>zero</u> provisional ballots on Election Day, NO ACTION is needed on Election Night. Check the Provisionals Complete Checkpoint in WisVote no later than Friday, February 22, 2019.</p>
<p><u>Provisional Step 2:</u></p> <p><input type="checkbox"/> Update Provisional Ballot Information in WisVote</p> <p><u>Provisional Step 3:</u> Check the Provisionals Complete Checkpoint</p> <p>Deadline: Friday, February 22, 2019</p>	<p>Voters who cast provisional ballots may provide the required documentation no later than 4:00 p.m. on Friday, February 22, 2019.</p> <p>Update information in the 2019 Spring Primary under the Provisional Ballots tile as it becomes available.</p> <p>Check the Provisionals Complete Checkpoint in WisVote after all of a jurisdiction's provisional ballots have been updated.</p>
<p><input type="checkbox"/> Update Candidates in Spring Election</p>	<p>In the 2019 Spring Election, update the Candidate Filing Status for all candidate records. Leave the primary winner(s) status set as "Approved" and assign the new Candidate Ballot Position. Set losing candidates' Candidate Filing Status to "Denied."</p>
<p><input type="checkbox"/> Complete Inspectors' Statements Only required for Ozaukee County municipalities this election, as they are the only ones with a state level contest. No other municipalities are required to do this for the 2019 Spring Primary</p> <p>Deadline: No Later than March 21, 2019</p> <p>See WisVote training materials: Elections Reconciliation Process</p>	<p>Enter the information in the 2019 Spring Primary under the Inspectors' Statement tile for each reporting unit.</p>  <p>NOTE: WEC Staff recommends you complete your Inspectors' Statements prior to entering voter participation.</p>
<p><input type="checkbox"/> Record Rejected Absentee Ballots in WisVote</p> <p>See WisVote training materials: Manage Absentee Ballots</p>	<p>Deactivate the Absentee Ballots that were rejected at the polling place and provide a rejection reason.</p> <p>If ballots were already marked "Returned – To Be Rejected" in WisVote, nothing further needs to be done.</p> <p>For ballots that were marked "Returned" but then were rejected at the polls, cancel those ballots in WisVote as <u>Rejected at Polls/MBOC</u> and provide the rejection reason.</p>

<input type="checkbox"/> Process Absentee Ballots	<p>Enter any absentee ballots in WisVote that were not entered prior to Election Day.</p> <p>All ballots must be returned in time to be delivered to the polling place no later than 8:00 p.m. on Election Day. Absentee ballots that are returned after the deadline should be cancelled in WisVote as <u>Ballot Returned After Deadline</u>.</p> <p>This can be done using the Record Returned Mailing button in the Absentee Ballots Associated View and selecting a Response Type of Ballot Returned After Deadline.</p>
<input type="checkbox"/> Enter any Late Registrations in WisVote, using the Voter Registration tile, that were not entered prior to Election Day	<p>To record a vote for any late registrations entered after Election Day, run the Post Supplemental Dialog.</p> <p>See WisVote FAQ titled: Add Late Registration Voters to the Post-Supplemental List</p>
<input type="checkbox"/> Record Voter Participation <input type="checkbox"/> Check the Poll Book Votes Recorded Checkpoint <p>Deadline: March 21, 2019</p> <p>See WisVote training materials: Voter Participation, Chapter 6.1 Record Votes, video tutorial</p>	<p>Voter participation must be recorded in WisVote <u>no later</u> than 30 days after a spring primary. There are two methods of recording voter participation:</p> <ol style="list-style-type: none"> 1) Directly select voter participation in WisVote (preferred method) 2) Scan the barcodes associated with voter records on the poll book <p>Check the Poll Book Votes Recorded Checkpoint in WisVote after a jurisdiction's voter participation records have been recorded.</p>
<input type="checkbox"/> Enter Election Day Registrations in WisVote <input type="checkbox"/> Check the EDR Complete Checkpoint <p>Deadline: March 21, 2019</p> <p>See WisVote training materials: Election Day Registration, Chapter 6.2</p>	<p>Election Day Registrations must be entered into the correct Reporting Unit <u>no later</u> than 30 days after a primary election.</p> <p><u>Remember to enter EDRs under the appropriate poll book using the EDR button at the top of the page. EDRs should not be entered through the Voter Registration tile.</u></p> <p>The EDR Complete Checkpoint is selected after all of your jurisdiction's election day registrations have been recorded.</p>
<input type="checkbox"/> Review the Printed Poll Book	<p>Review the poll book for any typographical corrections written in by the election workers. Update voter records in WisVote, if necessary.</p>
<input type="checkbox"/> Review Statistics on the WisVote Poll Book Screen	<p>Review poll book statistics section to ensure the correct number of votes has been recorded. <u>Use the Recalculate button, if necessary.</u></p>

<p> <input type="checkbox"/> Complete Election Reconciliation Only required for Ozaukee County municipalities this election, as they are the only ones with a state level contest. No other municipalities are required to do this for the 2019 Spring Primary </p> <p>Deadline: March 21, 2019</p> <p>See WisVote training materials: Elections Reconciliation Process </p>	<p>Review the information in the 2019 Spring Primary under the Election Reconciliation tile for each reporting unit.</p>  <p><i>NOTE: Numbers and status reason will update <u>overnight</u>.</i></p>
<p>Check the Election Closed Checkpoint</p>	<p>Once the election is closed, you will no longer be able to enter any absentee information for the election. In addition to closing your election, WisVote will automatically:</p> <ol style="list-style-type: none"> 1) Deactivate all election specific absentee applications 2) Mark all not returned ballots as “Ballot Not Returned by Deadline” 3) Mark all returned to be rejected ballots as “Rejected at Polls/MBOC” 4) Archive reporting units used in this election and unlock your Election Plan, so it can be edited for future elections <p><i>NOTE: Do <u>not</u> check the Election Closed Checkpoint until you have verified your reconciliation has been marked complete by WisVote.</i></p>
<p> <input type="checkbox"/> Enter EDR Postcard Statistics Only required for Ozaukee County municipalities this election, as they are the only ones with a state level contest. No other municipalities are required to do this for the 2019 Spring Primary </p> <p>Deadline: May 20, 2019</p>	<p>The WEC will mail out EDR postcards. Clerks are required, per state law, to enter EDR postcard statistics. These statistics need to be entered within 90 days of the election at which time the WEC will post the information on its website. The clerk shall update on a monthly basis, should information change.</p> <p>A clerk communication with reporting instructions may be found at http://elections.wi.gov/node/4072</p>

Contact the WEC Help Desk for assistance at 608-261-2028 or elections@wi.gov